



Clean Neighborhoods Pledge

You can count on us to help keep our community clean by participating in the Capitol City Community Cleanup program.

We, the community, promise to:

Please print (except for signature):

- 1. Establish a Capitol City Community Cleanup committee that includes representatives of civic groups, churches, businesses, neighborhood associations, and schools.
- 2. Assign individuals to handle specific roles to assist in volunteer recruitment, public awareness and special project oversight.
- 3. Document and report program results.

The Capitol City Community Cleanup program promises to:

- 1. Provide training and education on how you can improve your neighborhood.
- 2. Establish links with public and private sector groups to facilitate the delivery of resources.
- 3. Provide communication and marketing tools to help create awareness for your activities.
- 4. Inform the public with status updates and statistics.

Please fax, mail or email completed form to: City of Jackson

Community representative	Community organization	
Address/Zip	Phone	Fax
Signature		Date

Solid Waste Division
P.O. Box 17

Jackson, MS 39205-0017

601.960.0000 Fax: 601.960.1174 acrudup@city.jackson.ms.us





Canvassing Your Community

Block	
Cross Streets	
Organizer's Name	Phone
Organizer's Address	
Check all that you plan to do:	our neighbors
□ A. Call on phone□ B. Go door-to-door□ C. Post Clean Neighborhoods materials	□ D. Speak to community groups□ E. Write letter□ F. Other

Talking to your neighbors

The success of your neighborhood beautification program depends on getting the word out to your neighbors. Speaking in person with each resident on your block is the best way to communicate your enthusiasm. If you have trouble reaching people at home, try locating their telephone numbers and call them. As a last resort, hang flyers on their doorknobs. Don't place anything in their mailbox (It is Illegal).

When you're able to reach your neighbors and find they are willing to participate, ask them if they would not mind putting their names, addresses and telephone numbers on the — Community Cleanup Volunteer List form.





Spreading the Word Worksheet

ods
. Photography
Posters
Presentations
. Press release
Site signs
. Telephone
. Word of mouth
ams are your targets?
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Who will p	orepare a file of	accomplishment	s to submit to	Γhe People's Pride	Award Program?





Planning Session Flyer



Help keep our neighborhood beautiful!

You can make a difference by playing an important part in improving our neighborhood. We need your help to implement the City of Jackson's Capitol City Community Cleanup program, an ongoing community cleanup and beautification initiative.

If you can imagine a neighborhood free of litter and debris...no more abandoned cars, overgrown lots or other unsightly nuisances...right of ways lined with flowers, trees and shrubs...a safer, more prosperous place to work and live...then you can see what a difference the cleanup program can make to the appearance of our community.

The City cannot do this alone so please encourage your neighbors, family and friends to help us make our neighborhood a showplace. Join us for our first neighborhood planning session.

Date	Time	
Location		
Organization		

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Capital City Community Cleanup



Safety Tips

As we work to assist with cleaning up your neighborhood, we should all exercise caution so that we can prevent this day from being marred by any injury.

The following is a list of Safety Tips that will help us make this day a great success for all:

- Watch out for traffic.
- ❖ Be on the watch for snakes around logs, tall grass and other likely places.
- Under no circumstances should you attempt to pick up syringes or hypodermic needles!
- Avoid contact with poison ivy and/or poison oak.
- ***** Be alert to stinging insects, especially fire ants.
- ❖ Do not attempt to compact (squeeze) trash sacks to gain room for more trash. Injuries from broken glass or jagged objects often occur as a result of this practice. Fill the sack with what goes in easily and then get another bag— we have plenty to go around!
- ❖ Be careful to recognize your own physical limitations.
- ❖ Your community organizer has a First Aid Kit should aid be necessary.
- ❖ Involve your precinct police in your cleanup, and make sure they are aware of your plans. Let them know where you will be, and when you plan to be there. They will be able to assist you with parking, traffic and other safety concerns.
- ❖ Be aware of private property, and get permission from landowners before going on their land.
- Organize into teams, volunteers should be in pairs and have team leaders become familiar with cleanup safety information.
- * Roadside litter can be dangerous. Do not open coolers, jugs, bottles and other sealed containers.
- ❖ Make sure volunteers wear gloves, appropriate clothing, and safety gear.
- * Report any suspicious or dangerous items to police immediately.
- ❖ Children under the age of 8 are not recommended for volunteering in cleanups
- ❖ Make sure children are not left unattended near abandoned property, highways or water.
- * Make sure there is a hydration station for children and elderly

Special Notes

Please put aluminum cans into separate bags so that they can be recycled and used again for something else.

Also, see your cleanup organizer for specific instructions on the handling of tires at your site.





Cleanup Workday Agenda Sample

Time Will Vary	Activity	Materials
8:00 a.m.	Organizers arrive Waste haulers arrive Containers placed Registration area/table setup	1 small table with chair Morning refreshments
8:15 a.m.	Final crew assignment made Signs placed in areas targeted for work	Signs/posters
8:30 a.m.	Volunteers begin arriving Register Volunteers (Waivers) Assign to crews Issue name tags/T-Shirts	Waiver forms Name tags
8:50 a.m.	Group begins to rally Organizers welcome and give pep talk	Trash bags Other tools Place crews together Distribute equipment bags
9:00 a.m.	Crews leave for work site Work begins	
9:15 a.m.	Bagged litter placed curbside Loaders load truck Trucks transport bagged litter Party arrangements begin (hospitality crew)	Beverages First aid supplies Bags
Noon	Volunteers begin returning Volunteers and equipment checked in	
12:30 p.m.	All volunteers returned Wrap-up by Organizers Party begins	Food and beverages
1:00 p.m.	Volunteers begin leaving Cleanup crew cleans site Organizers submit report to Solid Waste Organizers report heavy trash to Solid Waste	





Community Cleanup Volunteer Liability Form

Community Cleanup Volunteer Registration Form: Release of Liability , for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the City of Jackson, and Keep Jackson Beautiful (further referenced as Partnering Agencies) and the organizers, sponsors, and supervisors, of all cleanup activities, from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer projects in which I participate and in connection with the City's exercise or failure to exercise or perform a "discretionary function" of the City of Jackson. In addition, Partnering Agencies have permission to utilize any photographs or videos taken of me for publicity or training purposes. I will abide by all safety instructions and information provided to me for volunteer projects and activities. I understand that there are possible dangers associated with volunteer work, including, but not limited to, forces of nature including but not limited to weather, water, unstable terrain and wildlife hazards, which may result in property damage or loss, physical injury, disease or death. I understand that my participation is voluntary and may involve sustained strenuous physical activity. I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Mississippi, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. It is expressly understood by all parties that this release applies only to activities in connection with any volunteer project in which I participate in community cleanups. I have carefully read the foregoing release and indemnification and understand the contents

thereof and sign this release as my own free act.

Signature Date_

Guardian(If under the age of 18)	Date
Notes: Cleanup Event Name:	
Cleanup Date & Time:	

Thank You For Volunteering!!!!





Supervising Volunteers

Supervision Tips

Basic characteristics of successful volunteer supervision are:

- Communicating well
- ***** Expressing appreciation for work

When volunteers are asked to accept assignments, it's important to fully explain:

- The purpose of the job
- ❖ When the job is to begin and end
- What the job entails
- ❖ How best to do the job

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ORGANIZER'S TEAM

Task	Volunteer Assigned	Phone
Volunteer orientation		
Equipment/tools		
Sign-in/sign-out		
Refreshment team		
First aid		
Photos		
Roving		
Gardeners		
Litter collectors		
Sweepers/rakers		





Property Survey

Pieas	e use one form per aaaress:		
Submitted by Organizer			Date
			Phone
Area	of city (neighborhood)		
	ess of property surveyed address, site by address next to or across the s	atroot	Zip code for property
		,ucci	thom property)
Neigl	hborhood Nuisances		
Cl	heck all situations that apply and try to tak	re a j	photograph:
	Illegal trash pile on private property		Illegal placement of heavy trash at residence
	Dangerous building-vacant and open		Open storage of tires
	Junked, inoperable vehicle stored on		Hazardous chemicals (do not touch, move or
	site		clean up)
	Cars parked on sidewalk		Collapsing building
	Weeded property-weeds over 9 inches		Illegal placement of household garbage
	Graffiti (not gang-related)		Solid waste container left in right-of-way
	Rat harborage or infestation		Deposited trash in ditch
	Open storage of boat		Failure to maintain fence
	Open storage of lumber		No identifying numbers on residence
	Fire-damaged building		Accumulation of stagnant water
	Un maintained swimming pool		Auto parts on ground
	Fence in disrepair		Open storage of an appliance
	Parking blocking sidewalk or		Parking large commercial vehicle in residential
	driveway		district between 6 p.m. and 7 a.m.
	Parking on public street for more than		Parking commercial vehicle on public street
	24 hours		between 2 a.m. and 6 a.m.
	Dumpster overflowing		Failure to keep garage/shed in good repair
	Failure to remove building demolition		Maintaining fowl within 100 feet of a residence
	within 30 days		(church, school, hospital)
Sc	olid Waste Violations		
Cl	neck all that apply:		
	Heavy trash out prior to regular	П	Trash not properly bagged or in a container
	scheduled collection day		The property on the container
	Limbs in one large pile not in small piles		Blocking public sidewalk/street with heavy trash
	Failure to place leaves in proper container	_	S I J with a second of the second of th

One City, One Aim, One Destiny





Storm	nwater Violations			
Check	all that apply:			
	imping yard and other debris in creeks		Missing storm drain tops	
	imping of leaves, chemicals, oils and y other debris in storm drain		_ •	
	owing of grass and clippings left in eet		Improper debris at the curb and gutter	
Public	c Works repairs needed			
Check	all that apply:			
	ater or sewer leaks		☐ Damaged or missing traffic or street signs	
	ees/bushes blocking traffic or signs		☐ Street lighting needed or needs repair (If Cityowned describe, if not please contact Entergy)	
	ogged open ditch		☐ Broken street curbs	
	reet with pot holes or in need of other pairs		☐ Out-of-order traffic signals	
	lease be sure to enter all of your fin	ding	gs in our 311 system so we can monitor them.	
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Neighborhood Spotter Checklist

The success of your neighborhood cleanup depends on getting the word out to your neighbors.

Right	-of-Ways		
	Mow		Remove Litter
	Edge		Add trees
	Trim trees		Fill in holes with dirt
	Mulch trees		Repair curb
	Remove dead trees		Paint curb
	Stake trees		Treat ants
	Replace plants		Water
Signa	ge		
	Sign missing from pole Sign is faded Illegal signage to be removed		Sign fallen down or damaged Additional signage needed
	nt lots (private property subject to negotian of their identification)	tion	with owner and you must receive a
	Mow Edge sidewalk		Remove Litter
Street	ts		
	Bus stop needs to be cleaned Sign is faded Street light pole needs to be repaired (list number on pole) Stripping needed (indicate if crosswalk, divided lines, etc.)		Street light burned out (list number on pole) Remove Litter
Illega	l dump sites		
	Yard waste Furniture Household trash Construction and demolition waste (drywall, roofing shingles, lumber, ricks, concrete, siding) Appliances or —white goods		Medical waste Abandoned automobiles, auto parts, scrap tires Other

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